

07



Republic of the Philippines  
Province of Cagayan  
Tuguegarao City



**OFFICE OF THE CITY MAYOR**

3 July 2024

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City

Dear **Presiding Officer and Members of the Sanggunian:**

Herewith is the Memorandum of Agreement between Tuguegarao City Government and Cagayan State University - Carig Campus relative to the On-the-Job Training of the latter's Bachelor of Science in Environmental Science students.

For your information and appropriate action. Thank you and best regards.

In the name of public service,

  
**MAILA ROSARIO S. TING-QUE**  
City Mayor

Cc: CSU - Carig Campus  
LYDO



Republic of the Philippines  
 Province of Cagayan  
 TUGUEGARAO CITY  
 OFFICE OF THE CITY MAYOR



BAGONG PILIPINAS

Date: 07/01/24

TO/FOR: LTRD

SUBJECT: OJT STUDENTS - CSU, CARIG CAMPUS

- FOR:  Appropriate/Immediate Action       Let's discuss/see me  
 Comment/Recommendation       Please advice action taken  
 Information & Guidance       Please prepare reply  
 Evaluation /Review       File

OTHERS: FOR YOUR ACTION, SIR.

*BEST OF DIANIG!*

  
 DONNE ANGELO C. ONATE  
 Executive Assistant III

CC: CENRO



**COLLEGE OF NATURAL SCIENCES AND MATHEMATICS**  
**OFFICE OF THE CITY MAYOR**

June 28, 2024

**Hon. MAILA ROSARIO TING-QUE**

City Mayor, Local Government Unit, Tuguegarao City  
 City Environment and Natural Resources Office (CENRO)

**RECEIVED**  
 JUL 01 2024  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 By: \_\_\_\_\_

**Re. Request for OJT Accommodations of BS Environment Science Students**

Dear Madam;

Ecological greetings!

The BS Environmental Science (BSES) Program at the College of Natural Sciences and Mathematics (CNSM) is one of the strong and quality academic programs being offered in Cagayan State University at Carig Campus, Tuguegarao City. The said academic program is being offered since 1999 to respond to the need for environment specialist in the region to ensure protection and sustainable management of the environment.

One of the requirements for BS Environmental Science students in finishing the said program is to undertake ON-THE-JOB-TRAINING program which is in partnership with concerned agencies either in a government, non-government or private institution.

Knowing the expertise of your kind office towards environmental protection and management, I would like to request your kind office to please accommodate our three (3) students for OJT, allowing them to learn and contribute to the welfare of local people and the environment. They are expected to render 200 hours (or 25 working days) of service to be able to gain credit of 3.0 units for ES 8- OJT subject this July to August 2024.

Attached herewith is the list of BS Environmental Science OJT students for your perusal:

Student Name	ID No.	Course
Inocencio, Blesshaina M.	21-23056	BSES
Lopez, Kimberly Anne L.	19-22434	BSES
Martirez, Fatima Mae Crizel D.	19-20368	BSES

Respectfully,

**Engr. ERWIN CRUZ TORIO, PhD.**

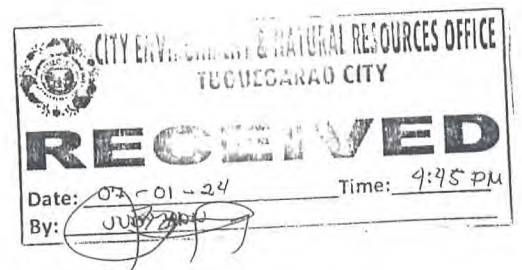
On-the-Job Training Coordinator, BS Environmental Science

Recommend by:

**CRIZALDY P. BINARAO, MSMatheEd**

Dean, College of Natural Science and Mathematics

0905-779-1783



**VISION**  
 CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**  
 Cagayan State University shall produce globally competent graduates through excellent instruction. Innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**  
 Competence  
 - Critical Thinker  
 - Creative Problem Solver  
 - Competitive Performer  
 - Nationally, Regionally and Globally.

**Social Responsibility**  
 - Sensitive to Ethical Demands  
 - Steward of the Environment for Future Generations  
 - Social Justice and Economic Equity Advocate.

**Unifying Presence**  
 - Uniting theory and Practice  
 - Uniting Strata of Society  
 - Unifying the Nation, the ASEAN Region and the world  
 - Uniting the University and the community.



# Memorandum of Agreement

KNOW ALL MEN BY THESE PRESENTS:

This agreement, entered into by and between:

The **CAGAYAN STATE UNIVERSITY - CARIG CAMPUS**, with office address at Carig Sur, Tuguegarao City, Cagayan, represented by its Campus Executive Officer, **ENGR. ROGER P. RUMPON**, herein after referred to as the **CSU CARIG**;

The **CITY ENVIRONMENT AND NATURAL RESOURCES – TUGUEGARAO CITY**, with office address at Carig, Tuguegarao, Cagayan represented by its (head) herein after referred to as the **HOST TRAINING AGENCY (HTA)**;

- and -

**BLESSHAINA M. INOCIENCIO** with address at Allacapan, Cagayan, **KIMBERLY ANNE L. LOPEZ**, with address at Gozaga, Cagayan, and **FATIMA MAE CRIZEL D. MARTIREZ**, with address at Tuguegarao City, Cagayan, all students of Bachelor of Science in Environmental Science of CSU - Carig, herein after referred to as **STUDENT INTERNS**.

## WITNESSETH:

For and in consideration of the CHED Memo No. 104, Series of 2017 for the implementation of the Internship Program of the Bachelor of Science in Environmental Science of the Cagayan State University - Carig Campus for the Midyear Term of the School Year 2023-2024, the **CSU CARIG**, **HTA**, and the **STUDENT INTERNS** hereby agree on and stipulate the following:

### **The CSU CARIG shall:**

1. Identify the Host Training Agencies with which to immerse the student trainee in;
2. Assign a faculty-in-Charge to:
  - (a) prepare the Internship Program Plan and Course Syllabus.
  - (b) assess the student interns application documents and eligibility to the Internship Program.
  - (c) coordinate the Internship Program Plan with the HTAs.
  - (d) inspect the internship venues and sites.
  - (e) coordinate with the College OJT Coordinator for the conduct of the Internship Program Pre-Deployment Seminar which include lecture/seminar on Sexual Harassment in the Workplace and Proper Decorum, Personality Development and Stress Management in the Workplace to the student trainees prior to immersion.
  - (f) monitor performance and provide the final grade of the student trainees.
3. Facilitate the preparation of a memorandum of agreement with the HTA.
4. Submit to the HTA a list of BS Environmental Science students who will be assigned to the On-the-Job Training.
5. Deploy the BS Environmental Science students who shall render 200 hours On-the-Job Training at their assigned HTAs.
6. Ensure that the student interns shall:
  - (a) Abide to all office rules and regulations of the HTA and to perform OJT work.
  - (b) At all times appear in the prescribed OJT uniform.

- (c) Not ask or receive any allowance, remuneration or benefits and shall shoulder all expenses necessary and incidental to the conduct of the On-the-Job Training.
  - (d) Submit to the Deans Office, through their coordinator, at the end of the semester an individual comprehensive report or portfolio of all the activities undertaken and learning experiences acquired from the OJT.
7. Take appropriate action on any complaints that may arise during the conduct of the Internship Program in accordance with the Universities policies; and
  8. Abide and follow the set of guidelines of the CHED under CMO No. 104, series of 2017.

**The HOST TRAINING AGENCY (HTA) shall:**

1. Accommodate BS Environmental Science students for the either virtual or face to face On-the-Job Training and assign them work and activities.
2. Allow the OJT students to have virtual internship or flexible programs/arrangements if the pandemic situation worsens.
3. Co-implement the internship plan in partnership with the University (referring to CSU).
4. Provide an On-site Supervisor responsible for the implementation of all phases of the internship.
5. Provide virtual or face to face orientation lecture for the student trainees before they formally start with the Internship Program.
6. Immediately inform the school, through the faculty-In-Charge, of any concerns related to schedule or problems encountered with the trainees.
7. Evaluate the performance of the students throughout the duration of the Internship Program.
8. Check the Daily Time record (DTR) filled out by the student trainee to be submitted at the end of the OJT Program.
9. Provide opportunities for the students to acquire first-hand knowledge and experience on laboratory and field work situations and routines.
10. Provide students with office and laboratory facilities and supplies to perform the assigned task and expose them to proper utilization of the same to enhance efficiency and effectiveness.
11. Require a Weekly Progress Report from the student interns.
12. Ensure the well-being and safety of the student interns during their internship.
13. Immediately notify and provide written notice to the College of a student interns breach of contract or misconduct in the internship premises prior to HTA's decision to suspend or terminate the contract.
14. Participate in the conduct of the Internship Program Exit Conference either by face to face or virtual (if necessary).
15. Issue Certificate of Completion for the student interns during the Internship Program Exit Conference.
16. Abide and follow the set of guidelines of CHED under CMO No. 104, series of 2017.

**The STUDENT INTERNS shall:**

1. Submit a certificate of parent consent waiving any responsibility for the school and the HTA for any incident caused by circumstances beyond control in the performance of his/her function while under training.
2. Attend the online pre-deployment orientation/seminar to be conducted by the college of the faculty-in-charge of the internship in coordination with the Guidance Office.
3. Undergo medical examination and secure a Medical Certificate from a public or private physician. The certificate must indicate that a student-trainee is physically fit to undergo Internship.
4. Undergo Psychological examination to be administered by the Campus Guidance Office.
5. During working hours, student interns must wear the prescribed OJT uniform, school ID, and fitted face mask.

6. Sign an entry to and departure from the post on the Daily Time Record (in triplicate) noted by the supervisor and the head of the HTA and shall be submitted at the end of the Internship Program to the Faculty-In-Charge.
7. Accomplish the Daily OJT Journal to be consolidated and submitted to the Internship Faculty-In-Charge in a regular basis (weekly) via email.
8. Render a total of two hundred (200) practicum hours in assigned HTA. However, given by the limited resources and working conditions brought by the pandemic, a flexible working scheme will be given to every student-trainee.
9. Report to the Internship Faculty-In-Charge after completion of the required practicum hours for the submission of all the above-mentioned requirements for the deployment.
10. Present and submit the faculty-In-Charge via online conference/platforms the consolidated Narrative Reports, DTR, sample works, Supervisors Evaluation and Evidence of Competencies.
11. Submit a hard copy of their internship report/Portfolio to the Faculty-In-Charge; and
12. Abide by the HTA's rules and regulations.

This agreement is valid during the OJT period of the students which will commence on the day of their deployment and end on or upon reaching the prescribed number of OJT hours.

IN WITNESS WHEREOF, we have here unto affixed our signature this \_\_\_\_ day of \_\_\_\_\_, 2024 at Tuguegarao City.

**FOR CSU:**

**FOR HTA:**


\_\_\_\_\_  
**ENGR. ROGER P. RUMPON**  
 Campus Executive Officer  
 Cagayan State University- Carig Campus

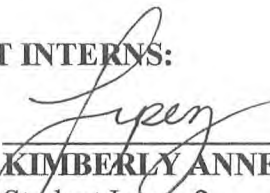
\_\_\_\_\_  
**MARCELINO GUMABAY**  
 CENRO Officer-in-Charge  
 Carig, Tuguegarao City

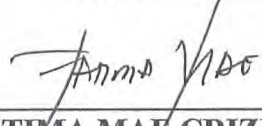
Government ID No./Tin No. \_\_\_\_\_  
 Issued on \_\_\_\_\_  
 Issued at \_\_\_\_\_

Government ID No./Tin No.: \_\_\_\_\_  
 Issued on \_\_\_\_\_  
 Issued at \_\_\_\_\_

**FOR THE STUDENT INTERNS:**

  
 \_\_\_\_\_  
**BLESSHAINA INOCIENCO**  
 Student Intern 1  
 ID No. 21-23056  
 Issued on June 28, 2024  
 Issued at CSU- Carig Campus

  
 \_\_\_\_\_  
**KIMBERLY ANNE L. LOPEZ**  
 Student Intern 2  
 ID No. 19-22434  
 Issued on June 28, 2024  
 Issued at CSU- Carig Campus

  
 \_\_\_\_\_  
**FATIMA MAE CRIZEL D. MARTIREZ**  
 Student Intern 3  
 ID No. 19-20368  
 Issued on June 28, 2024  
 Issued at CSU- Carig Campus

**WITNESSES**

**CRIZALDY P. BINARAO, MathEd**  
Dean, College of Natural Sciences and Mathematics  
Cagayan State University- Carig Campus

Government ID No./Tin No. \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

**MARCELINO GUMABAY**  
CENRO Officer-in-Charge  
Carig, Tuguegarao City, Cagayan

Government ID No./Tin No.: \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

*D. Inocencio*  
**DANTE INOCENCIO**  
Parent/Guardian of Student Intern 1  
ID No. 5182-0864-0146-3724  
Issued on August 23, 2021  
Issued at Atacapan, Cagayan

*J. Lopez*  
**JOSEPHINE LAGUATAN-LOPEZ**  
Parent/Guardian of Student Intern 2  
ID No. PPS 121 25B  
Issued on DECEMBER 19, 2021  
Issued at Tel Aviv, Israel

*Divina*  
**DIVINA MARTIREZ**  
Parent/Guardian of Student Intern 3  
ID No. 3 P12-6300-1750-7248  
Issued on NOVEMBER 11, 2022  
Issued at NAGUERABAO CITY

**ACKNOWLEDGEMENT**

(Republic of the Philippines )  
(Tuguegarao City, Cagayan )

BEFORE ME, a Notary Public for and in the \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2024 personally came and appeared:

NAME	IDENTIFICATION	DATE	PLACE OF ISSUE

Known to me the same persons who executed the foregoing instruments, consisting of four (4) pages excluding the page on which this acknowledgement is written, which they acknowledge before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at Tuguegarao City, Cagayan, Philippines.

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024